

## **Minutes of the Finance Committee**

**Wednesday, August 18, 2004**

Chair Haukohl called the meeting to order at 8:45 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Genia Bruce, Bonnie Morris, Don Broesch, and Joe Marchese. Jim Behrend arrived at 8:50 a.m. and Ken Herro at 9:00 a.m.

**Also Present:** Legislative Policy Advisor Mark Mader, Parks Systems Manager Jim Kavemeier, Purchasing Manager Susan Connelly, Senior Risk Management Analyst Jeff Newcomb, Risk Management Administrator Laura Stauffer, County Board Supervisor Bill Mitchell, Collections & Business Services Manager Sean Sander, Accounting Services Manager Larry Dahl, Budget Manager Keith Swartz, Senior Financial Analyst Clara Daniels, and Senior Financial Analyst Mike Baniel.

### **Approve Minutes of 8/4/04**

MOTION: Marchese moved, second by Broesch to approve the minutes of August 4. Motion carried 5-0.

### **Chair's Executive Committee Report of 8/16/04**

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Senators Reynolds and Darling were present to discuss various legislative issues including the Taxpayer's Bill of Rights. Also discussed was the proposed Brown Committee formed by Senator Panzer to include local government and citizen membership to discuss issues such as governmental relations.
- Reviewed three proposed concepts for the Moor Downs Golf Course Clubhouse analysis, a capital project for 2005.
- Discussed the scope of the Long Term Care Division audit including case management efficiency, contracted services vs. county-administered services, and county-to-county comparisons.

Behrend arrived at 8:50 a.m.

- The Wisconsin Counties Association resolutions were distributed and will be discussed at the next meeting.
- Approved ordinance 159-O-045 to release funds to the Wisconsin River Rail Transit Commission to help repair the railroad.

### **Announcements**

Haukohl said the Finance Committee will meet on August 24<sup>th</sup> at 8:30 a.m. before the County Board meeting to consider ordinance 159-O-045 which was inadvertently omitted from today's agenda. Bruce said she would not be able to attend that meeting.

Haukohl advised that an additional Finance Committee meeting has been scheduled in October. The committee will meet on October 21<sup>st</sup> to consider the positions ordinance.

The Executive Committee will meet at 8:00 a.m. on October 25 but only if necessary. Therefore, the Finance Committee meeting, also scheduled for that morning, may start slightly later than usual.

### **Schedule Next Meeting Dates**

August 24<sup>th</sup> at 8:30 a.m. and September 8<sup>th</sup> (a.m./p.m.)

### **Review Correspondence**

Copies of the Finance Committee's budget review schedule for October were distributed.

Herro arrived at 9:00 a.m.

### **Meeting Approvals**

MOTION: Broesch moved, second by Morris to approve mileage for any committee members wanting to attend any of the standing committee's capital project or budget review meetings in September and October. Motion carried 7-0.

### **Future Agenda Items**

- Discuss Extent of County's Dependence on Interest Income (Haukohl)
- Discuss the Possibility of Having Inmates Pay Cash Up-front when Posting Bonds (Haukohl)

### **Ordinance 159-O-042: Retzer Nature Center Planetarium Lease Agreement**

Kavemeier was present to discuss this issue as outlined in the ordinance which authorizes the County to enter into a lease agreement with the Waukesha School District. Under the terms of the lease, the school district will reimburse the county a maximum of \$387,075 for costs related to constructing a planetarium as part of the Retzer Nature Center expansion project. The building will become the property of the County and the County will maintain the building. Kavemeier said we are basically charging a break-even cost for all maintenance and insurance costs. Beginning in 2005, the lease requires an annual payment of \$24,064 (4,149 square feet at \$5.80 per square foot) from the School District for these costs. This payment will be reviewed periodically and updated to cover inflation. To answer Haukohl's question, Kavemeier said a total of \$2.63 per square foot from the annual payment will be set aside by the County in the General Fund balance to cover future major maintenance projects and pavement management.

Haukohl said it was important, and felt it was covered in the ordinance, that the County and school district coordinate efforts and promote each other's activities but also watch for event conflicts. Kavemeier agreed. He noted that each entity is responsible for its own revenues and he spoke about the mutual benefits of having the nature center on the same grounds as the planetarium.

MOTION: Broesch moved, second by Morris to approve ordinance 159-O-042. Motion carried 7-0.

### **Ordinance 159-O-043: Department of Parks and Land Use to Request and Accept State of Wisconsin Department of Natural Resources Gypsy Moth Suppression Program**

Kavemeier discussed this ordinance which authorizes the County's Parks & Land Use Department to accept State DNR pass through of federal grant reimbursement funding in an amount up to \$105,000. He said last year was the first year we participated in this Program. Per

DNR rules, the County is responsible for coordinating this program. Kavemeier said 18 communities are participating in the program and staff estimate that their eligible direct spraying, project development and administrative expenses will be approximately \$210,000. The 18 municipalities may be reimbursed up to 50% or up to \$105,000 of these costs. Staff also estimate that the County's administrative costs related to coordinating these activities will be \$730. These costs are also eligible for grant reimbursement up to 50% or \$365. Sufficient 2004 budget appropriations exist to cover this cost and, therefore, are not included in this ordinance. Kavemeier said he would give Haukohl a list of the participating municipalities in case the question comes up at the County Board meeting.

MOTION: Behrend moved, second by Bruce to approve ordinance 159-O-043. Motion carried 7-0.

### **Contract Procurement Process for Management and Operation of Cafeteria Vending and Jail Canteen Services**

Connelly said the contract was awarded to Swanson Corporation, the highest rated proposer, for a total contract cost of \$357,205.50 to \$554,887.40 for five years. Total projected County revenue is \$71,441.10 to \$110,977.48 for each of the five years. No funds were budgeted for this service. A total of three vendors submitted proposals for consideration.

MOTION: Behrend moved, second by Morris to approve the contract procurement process for management and operation of cafeteria vending and jail canteen services. Motion carried 7-0.

### **2<sup>nd</sup> Quarter Status Report on Claims**

Newcomb reviewed the 2<sup>nd</sup> quarter report entitled "Waukesha County Worker's Compensation, 2000-2004 Claims History Summary." A total of 62 claims were opened by the end of the 2<sup>nd</sup> quarter of 2004, 43 remained open and a total of \$110,765 had been incurred by the County. Newcomb highlighted some of the claims that opened and those that closed since his last report.

Stauffer went on to review the 2<sup>nd</sup> quarter report entitled "Waukesha County Claims History, 2000-2004." There were 12 general liability claims opened by the end of the 2<sup>nd</sup> quarter of 2004 and 11 remained open. The total incurred was \$5,884. Regarding auto liability, 7 claims were opened, 1 remained open, and the total incurred was \$6,399. A total of 14 auto physical damage claims opened by the end of the 2<sup>nd</sup> quarter and 3 remained open. The total incurred was \$16,296. Regarding property damage claims, 8 opened, 6 remained open, and the total incurred was \$23,174. Stauffer went on to highlight some of the larger claims that opened and those that closed since her last report. Haukohl advised of some mathematical errors with the property damage numbers which Stauffer said she would look into.

MOTION: Herro moved, second by Broesch to accept the 2<sup>nd</sup> quarter claims reports. Motion carried 7-0.

### **2<sup>nd</sup> Quarter Status Report on Collections**

Sander discussed this issue as outlined in his report entitled "Collections Division Delinquent Collection / Referral Analysis: 2004 Six Month Report." Total six months collections increased 2.3% from 2003 and increased 15.5% from 2002. Tax intercept collections totaled \$750,311 thru June 30, 2004 versus \$697,125 thru June 30, 2003. A total of 3,161 tax intercept payments were received on accounts in 2004 versus 2,830 in 2003. New County revenue sources identified /

implemented in prior years by Collections have resulted in \$645,016 of additional revenues for Waukesha County in the first six months of 2004. Inmate telephone recovery collections have been initiated for the Sheriff's Department in 2004.

**Establish a Change Fund for Department of Administration – Collections Division**

Dahl said they're asking to establish a \$200 change fund in the Collections Division. Over the last few years they have seen more walk-in traffic and people are paying with cash – sometimes in small amounts. Sander said staff currently have to send people to the Treasurer's Office or make change themselves.

MOTION: Broesch moved, second by Behrend to approve a \$200 change fund for the Collections Division. Motion carried 7-0.

**Contract Procurement Process for OCR Indexing Software Services**

Hasslinger said the contract was awarded to Uclid Software, the highest rated proposer, for a total contract cost of \$105,000 for three years: \$74,500 for the first year and \$15,000 each for the second and third years. The first year budgeted amount was \$74,500. Uclid was the only vendor to submit a proposal.

MOTION: Behrend moved, second by Bruce to approve the contract procurement process for OCR indexing software services. Motion carried 7-0.

**Ordinance 149-O-044: Appropriate Expenditure Authority to Fund a Land Information Division Fixed Asset Purchase**

MOTION: Broesch moved, second by Herro to approve ordinance 159-O-044. Motion carried 7-0.

**Six-Months Status Report on General Funds**

Swartz and Daniels reviewed this issue as outlined in their report entitled "6 Months – 2004 Budget Monitoring Summary Report – General Fund Operations." For the first six months of 2004, General Fund actual operating expenditures were at \$37.0 million or 44.5% of the total modified expenditure budget versus expenditures for the same period in 2003 at \$34.5 million or 46.8% of total 2003 actual expenditures. Operating revenues achieved during the first six months of 2004 were \$14.9 million or 44.7% of the modified revenue budget. This compares to the first six months of 2003 when revenues of \$15.2 million were approximately 44.7% of the total revenues earned for 2003. Staff went on to review each fund which included information on expenditures, revenues, fund balance appropriation, and tax levy.

MOTION: Morris moved, second by Herro to adjourn at 11:44 a.m. Motion carried 7-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris  
Secretary